

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE Application Date 10/30/85 Application Number		1. Agency Address Georgia Ports Authority Engineering & Construction Division Post Office Box 2406 Savannah, GA 31402		FOR RECORDS MANAGEMENT USE Application Number 80-360-A Date Received NOV 12 1985 Date Completed JAN 30 1987	
2. Person to Contact Wes Allen		Working Title Director		Telephone Number 912/964-3914	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 87 (80-360) Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supercede; <input type="checkbox"/> Void					
4. Dates of Series Earliest 1969 Latest To Date		5. Records Series Title (followed by title used in office, if different) Construction Project Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Engineering & Construction is responsible for the implementation and management of all construction projects of the G.P.A. He is responsible for the monitoring and control of all budgets related to engineering and construction as approved by the Executive Director. He establishes methods to ensure coordination of planning with all elements of the Authority relative to construction. He is responsible for the dredging, ensuring that appropriate depths are maintained. He is Contracting Officer for the Authority.					
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: ^{Administering} / Construction Projects. Included are: Construction contracts, bids, specifications, pay estimates, change orders, drawings, estimates, progress photos, engineer's daily reports, correspondence, <u>soils reports</u> , letter of intent, notice to proceed, performance and payment bonds, insurance documents, copies of agreements of easements and right-of-ways. File is arranged: By project title.					
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>4</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?					
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ Annual accumulation not applicable.					

YES	NO	10. Questionnaire (Place "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	20 years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.
 (b) Actions upon bonds or other instruments under seal shall be brought within 20 years after the right of action has accrued (O.C.G.A. 9-3-23).

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

Calendar Year; Fiscal Year; Other Completion of Project then,

- Hold in the current files area _____ month(s) _____ year(s); then
- Transfer to local holding area, hold 29 year(s); then
- Transfer to State Records Center; hold _____ year(s); then
- Destroy.
- Transfer to State Archives for permanent retention.
- Other (Specify) Transfer to dead storage, hold 25 years. At end of total of 30 years, reevaluate.

Special Instructions:

- Engineering & Construction Division will maintain all original documents except Pay Estimates for 30 years, and will then reevaluate for continuing administrative and legal value prior to destroying any records.
- Finance Division will maintain original pay estimate documents and at such time a final payment is made, destroy as duplicates will be retained by Engineering in the project file.
- Record series to be retained in hazard proof area for an indefinite period of time.

Wesley Allen Jr. Charles Parker
 Approval of Director of Engineering & Const. Approval of Director of Finance
 These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>[Signature]</u>	11/8/85	<u>[Signature]</u>	11-8-85
State Records Committee (Signature) Date			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<u>[Signature]</u>	1-15-87
	Secretary of State/Designee	<u>[Signature]</u>	1/13/87
	Attorney General/Designee	<u>[Signature]</u>	1/27/87



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 9/08/80	1. Agency Address Georgia Ports Authority Finance Division Post Office Box 2406 Savannah, Georgia 31402	Application Number 80-360	
Application Number 87		Date Received SEP 15 1980	Date Completed SEP 24 1980

2. Person to Contact: Wes Allen
Working Title: Director
Telephone Number: 964-1721, # 300

3. Action Requested
 a. Establish Retention Schedule; record will continue to accumulate.
 b. Dispose of present accumulation; no further accumulation anticipated.
 c. Amend Application No. _____ Check One: Change; Supercede; Void

4. Dates of Series: Earliest 1969, Latest To Date
 5. Records Series Title (followed by title used in office, if different): Construction Project File

6. Division and Office Function: What is the function of the Division and the Office in which this record series is created?
 The Director of Engineering, Planning and Maintenance is responsible for the implementation and management of all construction projects of the G.P.A. He is responsible for the monitoring and control of all budgets related to engineering, planning, construction and maintenance as approved by the Executive Director. He establishes methods to ensure coordination of planning with all elements of the Authority. He is responsible for all maintenance as required for G.P.A. owned and/or operated real estate, buildings, grounds, utilities, equipment and docking facilities. He is also responsible for the dredging, ensuring that appropriate depths are maintained and also, perform soundings at the docking facilities, maintaining records of the soundings. He is Contracting Officer for the Authority.

7. Record Series Description: This file contains the following documents (include form numbers and titles, if any):
 Attach samples of the file.
 Documents relating to: Construction Projects
 Included are: Duplicates of G.O. bonds (when applicable), construction contracts, bids, specifications, pay estimates, change orders, drawings, estimates, progress photos, engineer's daily reports, correspondence, soils reports, letter of intent, notice to proceed, performance & payment bonds, insurance documents, copies of agreements of easements and right-of-ways.
 File is arranged: By project title.

8. Monthly Reference Rate: How often are records referred to which are:
 One to six months old 4; Seven to twelve months old 4; Thirteen to twenty-four months old 1; twenty-five months and older 1?

9. Annual Rate of Accumulation of Records
 Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____
 Total of 2 legal drawers since 1945; annual accumulation not applicable.

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
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	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
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Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

Calendar Year; Fiscal year; Other Completion of project then,

Hold in the current files area _____ month(s) _____ year(s); then

Transfer to local holding area, hold _____ year(s); then

Transfer to State Records Center; hold _____ year(s); then

Destroy.

Transfer to State Archives for permanent retention.

Other (Specify) Transfer to dead storage, hold 25 years. At end of total of 30 years, reevaluate.

Special Instructions:

- Upon implementation of a project, all original documents are forwarded from the EPM Division to the Finance Division for safekeeping, periodic audit of payments and available funds. EPM Division to maintain copies of all documents forwarded.
- Upon closing of a project, originals to be retained by Finance Division until notification from the EPM Division for consolidation of the two file series.
- EPM Division merges all original documents with their records of the projects; duplicates to be destroyed at that time.
- Record series to be retained in hazard proof area for an indefinite period of time.

Wesley Allen
Approval of Director of EPM Division

Robert S. ...
Approval of Director of Finance Division

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	9/11/80	<i>Carol Moseley</i>	9-8-80
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	9-23-80
	Secretary of State/Designee	<i>Carroll West</i>	9-22-80
	Attorney General/Designee	<i>[Signature]</i>	9-24-80